

XBRL Excel Utility	
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### 1. Overview

The excel utility can be used for creating the XBRL/XML file for e-filing of Reconciliation of Share Capital Audit.

XBRL filing consists of two processes. Firstly generation of XBRL/XML file and then upload the generated XBRL/XML file to BSE Listing Center Website ([www.listing.bseindia.com](http://www.listing.bseindia.com)).

### 2. Before you begin

1. The version of Microsoft Excel in your system should be Microsoft Office Excel 2007 and above.
2. The system should have a file compression software to unzip excel utility file.
3. Make sure that you have downloaded the latest Excel Utility from BSE Website to your local system.
4. Make sure that you have downloaded the Chrome Browser to view report generated from Excel utility
5. Please enable the Macros (if disabled) as per instructions given in manual, so that all the functionalities of Excel Utility works fine. Please first go through Enable Macro - Manual attached with zip file.

### 3. Index

1	Details of general information about company	<a href="#">General Info</a>
2	RecoFormat	<a href="#">RecoFormat</a>
3	Sharecapital	<a href="#">Sharecapital</a>

### 4. Import XBRL file

1. Now you can import and view previously generated XBRL files by clicking Import XBRL button on General information sheet.

### 5. Steps for Filing - Reconciliation Of Share Capital Audit

**I. Fill up the data:** Navigate to each field of every section in the sheet to provide applicable data in correct format. (Formats will get reflected while filling data.)  
- Use paste special command to paste data from other sheet.

**II. Validating Sheets:** Click on the "Validate " button to ensure that the sheet has been properly filled and also data has been furnished in proper format. If there are some errors on the sheet, excel utility will prompt you about the same.

**III. Validate All Sheets:** Click on the "Home" button. And then click on "Validate All Sheet" button to ensure that all sheets has been properly filled and validated successfully. If there are some errors on the sheet, excel utility will prompt you about the same and stop validation at the same time. After correction, once again follow the same procedure to validate all sheets.

Excel Utility will not allow you to generate XBRL/XML until you rectify all errors.

**IV. Generate XML :** Excel Utility will not allow you to generate XBRL/XML unless successful validation of all sheet is completed. Now click on 'Generate XML' to generate XBRL/XML file.  
- Save the XBRL/XML file in your desired folder in local system.

**V. Generate Report :** Excel Utility will allow you to generate Report. Now click on 'Generate Report' to generate html report.  
- Save the HTML Report file in your desired folder in local system.  
- To view HTML Report open "Chrome Web Browser" .  
- To print report in PDF Format, Click on print button and save as PDF.

**VI. Upload XML file to BSE Listing Center:** For uploading the XBRL/XML file generated through Utility, login to BSE Listing Center and upload generated xml file. On Upload screen provide the required information and browse to select XML file and submit the XML.

### 6. Fill up the data in excel utility

1. Cells with red fonts indicate mandatory fields.
2. If mandatory field is left empty, then Utility will not allow you to proceed further for generating XML.
3. You are not allowed to enter data in the Grey Cells.
4. If fields are not applicable to your company then leave it blank. Do not insert Zero unless it is a mandatory field.
5. Data provided must be in correct format, otherwise Utility will not allow you to proceed further for generating XML .
6. Select data from "Dropdown list" wherever applicable.
7. Adding Notes: Click on "Add Notes" button to add notes

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Validate

Import XML

### RECONCILIATION OF SHARE CAPITAL AUDIT

Scrip code*	517447		
NSE Symbol	RSSOFTWARE		
MSEI Symbol	NOTLISTED		
ISIN	INE165B01029		
Whether company has CIN	Yes		
CIN Number	L72200WB1987PLC043375		
Name of the company*	R S SOFTWARE (INDIA) LIMITED		
<b>Registered office address</b>			
Registered office address*	FMC FORTUNA Building, 1st Floor, A-2, 234/3A, A.J.C. Bose Road		
Registered office state*	West Bengal		
Registered office city*	Kolkata		
Registered office district*	Kokkata		
Registered office pin code*	700020		
Registered office contact number*	ISD Code*	STD Code*	Number*
	+91	033	22875746
Registered office fax	033	22876256	
Registered office country*	INDIA		
Registered office website	www.rssoftware.com		
Registered office email	vijendras@rssoftware.co.in		
<b>Correspondence address</b>			
Same as above	Yes		
Correspondence address	FMC FORTUNA Building, 1st Floor, A-2, 234/3A, A.J.C. Bose Road		
Correspondence state	West Bengal		
Correspondence city	Kolkata		
Correspondence district	Kokkata		
Correspondence pin code	700020		
Correspondence contact number	ISD Code	STD Code	Number
	+91	033	22875746
Correspondence fax	033	22876256	
Correspondence country	INDIA		
Correspondence email	vijendras@rssoftware.co.in		
Reporting quarter*	31-12-2022		
Face value*	5.00		

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Listed Capital (As no of shares)

Stock Exchange Details :	Name of stock Exchange	Listed Capital	% Of total issued capital
Name of other stock exchanges where the company's securities are listed	BSE Ltd	25708318.00	100.00
	National Stock Exchange of India Ltd(NSE)	25708318.00	100.00
Remarks	<a href="#">Add Notes</a>		

Capital Details :		
	Number of shares	% Of total issued capital
Issued capital*	25708318	
Listed capital (BSE) (As per company records)*	25708318	100.00
Held in dematerialised form in CDSL*	6342326	24.67
Held in dematerialised form in NSDL*	19099232	74.29
Physical*	266760	1.04
Total no.of shares*	25708318	100.00
Reasons for difference if any, Between issued capital and listed capital*	0	<a href="#">Add Notes</a>
Reasons for difference if any, Between issued capital and total number of shares*	0	<a href="#">Add Notes</a>
Reasons for difference if any, Between listed capital and total number of shares*	0	<a href="#">Add Notes</a>

Certifying the details of changes in share capital during the quarter under consideration as per Table below :		
Whether changes during the quarter*	No	<a href="#">Click here</a>

Register of members is updated*	Yes	<< Select from drop down
If not, Updated upto which date		
Reference of previous quarter with regards to excess dematerialised shares,If any.	No	
Has the company resolved the matter (excess dematerialised shares mentioned above) in the current quarter ?*	NA	<< Select from drop down
If not, Reason why ?		
Other Details Auditor	<a href="#">Add Notes</a>	

Mentioned the total no.of requests, if any, confirmed after 21 days and the total no.of requests pending beyond 21 days with the reasons for delay			
Total no.of demat requests	No.of requests*	No.of shares*	Reasons for delay
Confirmed after 21 days*	0	0	
Pending for more than 21 days*	0	0	
Remarks	<a href="#">Add Notes</a>		

Compliance Officer Details		
Whether Compliance officer appointed	Yes	
Whether Qualified Company Secretary is Compliance Officer *	Yes	
Name of the compliance officer*	Vijendra Surana	
PAN of the compliance officer*	AJIPS7882D	
Date of Appointment	02-11-2007	
Designation*	CFO & Company Secretary	
Membership Nos	ACS	11559
Mobile no.*	9830905060	
Fax no.	STD Code	Number
	033	22876256
E-mail id*	<a href="mailto:viendras@rssoftware.co.in">viendras@rssoftware.co.in</a>	
Whether any change in Compliance Officer during the previous 2 quarters*	No	

For calculating 2 previous quarters companies are advised to consider Current quarter and previous 2 quarters

Whether the previous Compliance Officer was Qualified Company Secretary *		
<b>Details of Previous Compliance Officer</b>		
Previous Compliance Officer Name		
PAN of the previous compliance officer*		
Membership Nos		
Date of Appointment		
Date of Cessation		
<b>Certifying Auditor Details</b>		
CA/CS/CMA*	Company secretary	
Name of certifying auditor*	Mohan Ram Goenka	
Date of issue of report*	14-01-2023	
Address*	46, B. B. Ganguly Street,	
City*	Kolkata	
Pincode*	700012	
Contact no.*	STD Code	Number
	033	22379517
Fax no.		
Email	goenkamohan@gmail.com	
Membership no.*	4515	
Firms registration number of audit firm		
Name of the firm*	MR & Associates	
COP number*	2551	
<b>Registrar and Share Transfer Agent Details</b>		
Appointment of common agency for share registry work*	Yes	
Whether Registered with SEBI		
Name of RTA	C B Management Services (P) Ltd.	
SEBI registration no.	INR000003324	
Address	P 22 Bondel Road	
State	West Bengal	
City	Kolkata	
Pincode	700019	
Contact no.	STD Code	Number
	033	40116700
Fax number of RTA	033	40116739
E-mail id	<a href="mailto:rt@cbmsl.com">rt@cbmsl.com</a>	
Website Address	<a href="http://www.cbmsl.com">www.cbmsl.com</a>	
Whether any change in Registrar and Share Transfer Agents *	No	
Previous Registrar and Share Transfer Agents Name		
Date of Cessation		
Any other detail that the auditor may like to provide. (e.g. BIFR company, delisting from SE)	<input type="button" value="Add Notes"/>	